

## **POLICY AND PROCEDURE**

### **Policy #10 Reimbursement**

**Created 7-18**

**Revision date 10-22**

**Reviewed History 7-18, 10-22**

**Effective date 1/1/2023**

It will be the policy of the Minnesota EMS Honor Guard that any expenses be authorized by the Executive Board at least two (2) weeks prior to incurrence.

Authorized travel or lodging reimbursement must be approved by the Commander or Executive Officer at least two (2) weeks prior to planned travel.

1. In order for reimbursement travel must be greater than 150 miles one way.
2. If any official business goes beyond 1900hrs the member may be eligible for lodging reimbursement.
3. Exceptions to this to include severe weather, vehicle problems, or emergencies at the discretion of the Commander or Executive Officer.

To be eligible for reimbursement the member must save all receipts to be turned into the Commander or Executive Officer for approval within ninety (90) days of incurrence.

Reimbursement will be mailed to the address on file within the membership roster.

The decision is final, and no appeals will be entertained.